

# UNITED STATES BANKRUPTCY COURT

## REQUIRED LISTS, SCHEDULES, STATEMENTS AND FEES

### Voluntary Chapter 7 Case

- ☐ **Filing Fee of \$155.**  
If the fee is to be paid in installments, the debtor must be an individual and must submit a signed application for court approval. Official Form 2 and Rule 1006(b), Fed.R.Bankr.P.
- ☐ **Administrative fee of \$30 and trustee surcharge of \$15.**  
These fees are payable in installments.
- ☐ **Voluntary Petition (Official Form 1).**  
**Names and addresses of all creditors of the debtor.**  
Must be submitted **WITH** the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Schedules of assets and liabilities (Official Form 6).**  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Schedule of executory contracts and unexpired leases.**  
Must be submitted with the petition or within 15 days; must be filed on Schedule G of Official Form 6. Rule 1007(b) & (c), Fed.Bankr.P.
- ☐ **Schedules of current income and expenditures.**  
All debtors must file these schedules. If the debtor is an individual, Schedule I and J of Official Form 6 must be used for this purpose. Must be submitted with the petition or within 15 days. 11 U.S.C. § 521(1) and Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Statement of financial affairs (Official Form 7).**  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c).
- ☐ **Statement of intention regarding secured property (Official Form 8).**  
Required **ONLY** if the debtor is an individual and the schedule of assets and liabilities contains consumer debts secured by property of the estate. Must be submitted within 30 days of filing of the petition or by the date set for the Section 341 meeting of creditors, whichever is **earlier**. 11 U.S.C. § 521(2).
- ☐ **Statement disclosing compensation paid or to be paid to the attorney for the debtor.**  
Must be submitted within 15 days or any other date set by the court. 11 U.S.C. § 329 and Rule 2016(b), Fed.R.Bankr.P.
- ☐ **Statement disclosing compensation paid or to be paid to a “bankruptcy petition preparer” as defined in 11 U.S.C. § 110.**  
Must be submitted within 10 days.

### Voluntary Chapter 11 Case

- ☐ **Filing fee of \$800.**  
If the fee is to be paid in installments, the debtor must be an individual and must submit a signed application for court approval. Official Form 2 and Rule 1006(b), Fed.R.Bankr.P.
- ☐ **Administrative fee of \$30.**  
This fee is payable in installments.
- ☐ **Voluntary Petition (Official Form 1).**  
**Names and addresses of all creditors of the debtor.**  
Must be submitted **WITH** the petition. Not required if the debtor submits a schedule of liabilities with the petition. Rule 1007(a), Fed.Bankr.P.
- ☐ **List of Creditors holding the 20 largest unsecured claims (Official Form 4).**  
Must be submitted **WITH** the petition. Rule 1007(d), Fed.R.Bankr.P.
- ☐ **Names and addresses of equity security holders of the debtor.**  
Must be submitted the petition or within 15 days, unless the court orders otherwise. Rule 1007(a)(3), Fed.R.Bankr.P.
- ☐ **Schedules of assets and liabilities (Official Form 6).**  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Schedule of executory contracts and unexpired leases.**  
Must be submitted with the petition or within 15 days; must be filed on Schedule G of Official Form 6. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Schedule of current income and expenditures.**  
All debtors must file these schedules. If the debtor is an individual, Schedules I and J of Official Form 6 must be used for this purpose. Must be submitted with the petition or within 15 days. 11 U.S.C. § 521(1) and Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Statement of financial affairs (Official Form 7).**  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c).
- ☐ **Statement disclosing compensation paid or to be paid to the attorney for the debtor.**  
Must be submitted within 15 days or any other date set by the court. 11 U.S.C. § 329 and Rule 2016(b), Fed.R.Bankr.P.
- ☐ **Statement disclosing compensation paid or to be paid to a “bankruptcy petition preparer” as defined in 11 U.S.C. § 110.**  
Must be submitted within 10 days.

**Notice:** Under 28 U.S.C. § 1930(a) the debtor, or trustee if one is appointed, is required also to pay a fee to the United States trustee at the conclusion of each calendar quarter until the case is dismissed or converted to another chapter. The amount to be paid is:

\$ 250 if disbursements total less than \$15,000;	\$3750 if disbursements total between \$300,000 and \$1,000,000;
\$ 500 if disbursements total between \$15,000 and \$75,000;	\$5000 if disbursements total between \$1,000,000 and \$2,000,000;
\$ 750 if disbursements total between \$75,000 and \$150,000;	\$7500 if disbursements total between \$2,000,000 and \$3,000,000;
\$1250 if disbursements total between \$150,000 and \$225,000;	\$8000 if disbursements total between \$3,000,000 and \$5,000,000;
\$1500 if disbursements total between \$225,000 and \$300,000;	\$10,000 if disbursements total more than \$5,000,000.

## REQUIRED LISTS, SCHEDULES, STATEMENTS AND FEES

### Chapter 12 Case

- ☐ **Filing Fee of \$200.**  
If the fee is to be paid in installments, the debtor must be an individual and must submit a signed application for court approval. Official Form 2 and Rule 1006(b), Fed.R.Bankr.P.
- ☐ **Administrative fee of \$30.**  
This fee is payable in installments.
- ☐ **Voluntary Petition (Official Form 1).**  
Exhibit A is **NOT** required.
- ☐ **Names and addresses of all creditors of the debtor.**  
Must be submitted **WITH** the petition. Not required if the debtor submits a schedule of liabilities with the petition. Rule 1007(a), Fed.R.Bankr.P.
- ☐ **Schedules of assets and liabilities (Official Form 6).**  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c), Fed.Bankr.P.
- ☐ **Schedule of executory contracts and unexpired leases.**  
Must be submitted with the petition or within 15 days; must be filed on Schedule G of Official Form 6. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Schedules of current income and expenditures.**  
All debtors must file these schedules. If the debtor is an individual, Schedule I and J of Official Form 6 must be used for this purpose. Must be submitted with the petition or within 15 days. 11 U.S.C. § 521(1) and Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Statement of financial affairs (Official Form 7).**  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c).
- ☐ **Statement disclosing compensation paid or to be paid to the attorney for the debtor.**  
Must be submitted within 15 days or any other date set by the court. 11 U.S.C. § 329 and Rule 2016(b), Fed.R.Bankr.P.
- ☐ **Statement disclosing compensation paid or to be paid to a “bankruptcy petition preparer” as defined in 11 U.S.C. § 110.**  
Must be submitted within 10 days.
- ☐ **Chapter 12 Plan.**  
Must be submitted within 90 days. 11 U.S.C. § 1221.

### Chapter 13 Case

- ☐ **Filing fee of \$155.**  
If the fee is to be paid in installments, the debtor must be an individual and must submit a signed application for court approval. Official Form 2 and Rule 1006(b), Fed.R.Bankr.P.
- ☐ **Administrative fee of \$30.**  
This fee is payable in installments.
- ☐ **Voluntary Petition (Official Form 1).**  
**Names and addresses of all creditors of the debtor.**  
Must be submitted **WITH** the petition. Not required if the debtor submits a schedule of liabilities with the petition. Rule 1007(a), Fed.Bankr.P.
- ☐ **Schedules of assets and liabilities (Official Form 6).**  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Schedule of executory contracts and unexpired leases.**  
Must be submitted with the petition or within 15 days; must be filed on Schedule G of Official Form 6. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Schedule of current income and expenditures.**  
All debtors must file these schedules. If the debtor is an individual, Schedules I and J of Official Form 6 must be used for this purpose. Must be submitted with the petition or within 15 days. 11 U.S.C. § 521(1) and Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Statement of financial affairs (Official Form 7).**  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c).
- ☐ **Chapter 13 Plan.**  
Must be submitted with the petition or within 15 days. Rule 3015, Fed.R.Bankr.P.
- ☐ **Statement disclosing compensation paid or to be paid to the attorney for the debtor.**  
Must be submitted within 15 days or any other date set by the court. 11 U.S.C. § 329 and Rule 2016(b), Fed.R.Bankr.P.
- ☐ **Statement disclosing compensation paid or to be paid to a “bankruptcy petition preparer” as defined in 11 U.S.C. § 110.**  
Must be submitted within 10 days.

### Involuntary Chapter 7 or 11 Petition

- ☐ **Filing fee of \$155 for a Chapter 7 case or \$800 for a Chapter 11 case.**  
Fee may not be paid in installments. Rule 1006(b), Fed.R.Bankr.P.
- ☐ **Administrative fee of \$30.**  
This fee may not be paid in installments. Rule 1006(b), Fed.R.Bankr.P.
- ☐ **Involuntary petition (Official Form 5).**  
11 U.S.C. § 303.